

PUBLIC JOB NOTICE

Immigration and Naturalization Service

Immigration Inspector, GS-1816-5 and GS-1816-07 (Promotion Potential GS-9)

Immigration Inspector (Mixed Tour), GS-1816-5 and GS-1816-07 (Promotion Potential GS-7)

AMENDMENT NO. INS02-14

This amendment announces the re-opening of PJN-INS-95-225 for the Immigration Inspector occupation.

Announcement No.: PJN-INS-95-225

Opening Date: November 16, 2001

Closing Date: February 28, 2002 closes at Midnight, Eastern Time

Preferred Work Site Location: Applicants must be willing to work at any of the locations covered by this announcement. However, you will be given the opportunity to identify the location where you would most like to work. Locations are listed under Miscellaneous Information.

Number of Vacancies: Many

Salary: GS-5: Range from \$23,633 - \$25,674 per year depending on the location of the position.
GS-7: Range from \$29,273 - \$31,801 per year depending on the location of the position.

SPECIAL NOTES FOR THOSE WHO HAVE PREVIOUSLY APPLIED FOR IMMIGRATION INSPECTOR POSITIONS:

(1) If you applied and passed the written test during any of the open periods in 2001, you will need to reapply at this time as the following changes are being made to the Immigration Inspector register: a) the grade levels you can be considered for have been expanded to include the GS-7 as well as the GS-5; b) you must be willing to work at any of the locations covered by this announcement, however you will be given the opportunity to select a preferred work site location from the list provided in this announcement; and c) a structured oral interview is required and you will be asked to select a location from the list provided in this announcement. Although you will not be retested, you will need to re-register during this open period in order to have the above information collected.

(2) Applicants who have previously taken and failed the Immigration Inspector test must wait 12 months from the date listed on the Notice of Results, i.e. test score results, before they can register for the test.

(3) If you have previously taken and failed the Law Enforcement/Officer Corps test covering the occupations of Criminal Investigator, Immigration Agent, Deportation Officer, District/Center Adjudications Officer in May 2001, you are not eligible to apply during this open period.

HOW TO APPLY: Candidates interested in registering for the test may register one of two ways during this open period :

(1) on the Internet at www.usajobs.opm.gov . Once at this web site select "Hot Jobs", next select "Immigration Inspector Online Application." Or you may:

(2) call the toll free Immigration Inspector Telephone Application Processing System (TAPS) at 1-877- 875-4879. When asked for the marketing extension, enter 9964. The telephone line is available 24-hours each day. **In order to complete the Telephone Application System process, you must be able to understand and speak English fluently.** You also must use a touch-tone phone. The use of a mobile, cellular, or cordless telephone could result in the inaccurate transmission of your responses and prohibit or delay the processing of your application. Hearing impaired candidates who need special assistance if registering through the TAPS system instead through the Internet may call the following TDD telephone number 612-725-3880.

PLEASE NOTE:

If you are interested in Immigration Inspector (Mixed Tour) positions, you must respond with a "yes" to the following question when you register: " Would you accept a mixed tour position which could consist of a combination of full-time, part-time, and/or intermittent work schedules, or placement in a non-duty status for varying periods of time during the year?"

DESCRIPTION OF WORK

Immigration Inspector: Immigration Inspectors are the first United States officials that approximately 300 million persons who enter the United States will see upon their arrival. They can be stationed anywhere that people enter the United States from other countries - primarily land ports, seaports, or airports. The key responsibility of an Immigration Inspector is to prevent ineligible persons from entering the United States. Immigration Inspectors conduct inspections of all classes of applicants for admission to the United States. Immigration Inspectors make secondary (more detailed) inspections of applications referred from initial inspector requiring more intensive questioning and study of citizenship, travel, entry documents, and other information, and will also carry the inspection process on questionable cases to conclusion. Immigration Inspectors interpret and /or furnish guidance and advice regarding I&N laws, regulations and operating instructions. Immigration Inspectors must be guided in their work by knowledge of controlling laws, regulations and policies, and court and administrative decisions. Individuals will be hired at the GS-5 level or the GS-7 level; progression is to the GS-9 level after successful completion of the preceding grade(s).

Immigration Inspector (Mixed Tour): Immigration Inspectors (Mixed Tour) perform a limited range of inspector duties such as the preliminary screening of most applicants-for-admission; inspections and examinations of arriving persons, baggage, merchandise, and other items; adjudication of a representative range of routine applications for various immigration privileges and benefits that are processed at Ports of Entry and assist journeyman inspectors or observe journeyman inspectors with secondary (more detailed) inspections of applicants referred from the primary inspector requiring more intensive questioning and study of citizenship, admissibility and excludability, travel, entry document and other information. Inspectors (Mixed Tour) could be assigned a combination tour of duty (full-time, part-time, and/or intermittent) or placed in non duty status as determined by supervisory personnel based on funding, service need, passenger traffic, seasonal factors, type of port (e.g. land border ports of entry, seaports or airports) and/or the inspectors availability. Tours may differ from location to location. Individuals will be hired at the GS-5 level with progression to the GS-7 level.

QUALIFICATION REQUIREMENTS

Qualifying at the GS-5 level: Applicants must have three years of progressively responsible experience which demonstrates the ability to (1) analyze problems, to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing. Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Experience in substantive and relevant secretarial, clerical or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills and abilities to perform the duties of the position. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, etc.) is not qualifying.

-or-

Possess four years of study leading to a bachelor's degree in any field from an accredited college or university.

-or-

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide *your* total number of months of qualifying experience by 36. To calculate your percentage of education, divide the number of undergraduate semester hours by 120 or undergraduate quarter hours by 180. Add your percentages of education and experience together, the two percentages must total at least 100% for you to qualify under the combination of experience and education.

In reviewing transcripts, education will be prorated based upon the following scale: 45 quarter or 30 semester hours equals 9 months of experience.

Qualifying at the GS-7 level: Applicants may qualify for an Immigration Inspector position at the GS-7 level based on Superior Academic Achievement, Graduate education or Specialized experience.

Superior Academic Achievement is based on (1) class standing (applicants must be in the upper third of their graduating class in their college, university or major subdivision), or (2) grade-point average, (grade point average of 3.0 or higher for all completed undergraduate courses, or courses completed in the last 2 years of undergraduate study; or a GPA of 3.5 or higher for all courses in major field of study, or required courses in major completed in the last 2 years of undergraduate study) or (3) honor society membership (applicant must have been a member of a national scholastic honor society other than freshmen honor societies).

-or-

Graduate Education is one full year of graduate level education.

-or-

Specialized Experience is one year of experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience is defined as any type of experience which required knowledge and application of laws, regulations, decisions or instructions pertaining to admitting or excluding persons from the United States or the rights and privileges of aliens and citizens within the United States.

Examples of experience, which may have provided such knowledge include, among other possible types of experience:

- Law enforcement work (local, State, or Federal levels) which included dealing with persons suspected of entering the United States illegally and advising them of their rights.
- Social welfare or other work that included dealing with questions of citizenship or alien status in connection with rights or receipt of benefits under welfare, social services, and employment laws.
- Employment and labor relations work which included consideration of the status and employment rights of aliens and citizens.
- Legal aid work which involved contact with aliens and advising them of their rights.
- Inspections work (Customs Service Agriculture Department, etc.) at borders, seaports, airports, or other entry points that included, along with other inspection work, preliminary screening of persons for entry and immigration status.

-or-

Combination of education and experience: If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide *your* total number of months of qualifying experience by 12. To calculate your percentage of graduate education, divide the number of graduate semester hours by 18 or graduate quarter hours by 27. Add your percentages of education and experience together, the two percentages must total at least 100% for you to qualify under the combination of experience and education.

Written Test: Applicants must pass a written test. Within approximately four weeks of applying under this announcement, you will receive an admission notice informing you of the date, location and time for the written test. Applicants will be tested on a regular basis in the order in which they apply. Applicants must pass the test with a score of 70 (excluding veterans preference points).

Structured Oral Interview Sites: Applicants who successfully complete the written test and are tentatively selected for an Immigration Inspector position must pass the structured oral interview. During the registration process for the written test, applicants will be asked to identify the city where they would like to take the structured oral interview.

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|----------------------------------|---------------------------------|
| (001) Atlanta, Georgia | (018) El Paso, Texas |
| (002) Baltimore, Maryland | (019) Harlingen, Texas |
| (003) Boston, Massachusetts | (020) Helena, Montana |
| (004) Buffalo, New York | (021) Houston, Texas |
| (005) Cleveland, Ohio | (022) Kansas City, Missouri |
| (006) Detroit, Michigan | (024) San Antonio, Texas |
| (007) Miami, Florida | (025) St. Paul, Minnesota |
| (008) Newark, New Jersey | (026) Anchorage, Alaska |
| (009) New Orleans, Louisiana | (027) Honolulu, Hawaii |
| (010) New York, New York | (028) Los Angeles, California |
| (011) Philadelphia, Pennsylvania | (029) Phoenix, Arizona |
| (012) Portland, Maine | (030) Portland, Oregon |
| (013) San Juan, Puerto Rico | (031) San Diego, California |
| (014) District of Columbia | (032) San Francisco, California |
| (015) Chicago, Illinois | (033) Seattle, Washington |
| (016) Dallas, Texas | (059) Agana, Guam |
| (017) Denver, Colorado | |

Citizenship and Residency Requirement: Candidates must be U.S. citizens and must present proof of citizenship, if selected. In addition, candidates must have, for three of the last five years immediately prior to applying for the positions(s), (1) resided in the United States; or (2) worked for the United States Government as an employee overseas in a Federal or Military capacity; or (3) been a dependent of a U.S. Federal or Military employee serving overseas.

Language Ability: Some positions will require fluency in reading, writing and speaking a language other than English on the onset of employment. If you can read, write, and speak any of the following language(s), **please enter the appropriate code when calling the Telephone Application Processing System (TAPS) or when applying on-line.**

01 Spanish	02 Korean	03 Japanese	04 Creole	05 Russian	06 Chinese-Cantonese
07 Chinese-Mandarin	08 Polish	09 Vietnamese	10 Arabic	11 Other	

Bilingual/Bicultural Program: The Bilingual/Bicultural Program is designed to identify applicants who are proficient in the Spanish language. If you are proficient in the Spanish language and pass the Immigration Inspector examination with a score of at least 70, you can be considered under this program. You must indicate when you apply for the examination that you are proficient in Spanish. Your proficiency will be verified prior to selection.

CONDITIONS OF EMPLOYMENT: In addition to the above requirements, selectees must meet the following:

Drug Testing: All non-INS selectees for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. These positions are designated for testing for illegal drug use; incumbents are subject to random testing.

Medical Examination: Prior to receiving an official offer of employment, candidates for Immigration Inspector positions will be required to pass a medical examination and meet medical standards. For example, the vision standard for uncorrected visual acuity is 20/200 or better in each eye. The initial medical examination is provided at agency expense. If additional information is needed beyond the initial examination, to make a medical decision, it is provided at the applicant's expense.

If you have a touch-tone telephone and have access to a fax machine, you can request to have a summary of the II medical qualification requirements (5 pages) faxed to you via the INSFAX, a 24-hour faxback system. Call INSFAX at 612-727-5290 and request document 40018.

Security Investigation: Candidates will be subject to the satisfactory completion of the Department of Justice security/suitability requirements, which include but are not limited to a Federal Bureau of Investigation (FBI) name and fingerprint check and a background investigation. As part of the background investigation you will be asked to submit a security questionnaire (SF-86). The questionnaire will ask questions regarding education, residences, past and current employers, police records, financial situation, drug and alcohol usage, etc. The Office of Personnel Management (OPM) will conduct the investigation, which will consist of, among other things, a personal interview, a check for past arrest records, a credit check, and interviews of employers and personal references.

Firearms Disability Law: If you have ever been convicted of a misdemeanor crime of domestic violence, it is a felony for you to possess any firearm or ammunition. A misdemeanor crime of domestic violence is defined as any offense, which has as an element the use or attempted use of physical force or the threatened use of a deadly weapon, committed by a current or former domestic partner, parent, or guardian of the victim. The term "convicted" does not include anyone whose conviction has been expunged or set aside or who has received a pardon. As a condition of employment, individuals selected for Immigration Inspector positions are required to carry weapons and ammunition as part of their official duties. Therefore, an individual with a conviction of a misdemeanor crime of domestic violence may not be employed in an Immigration Inspector position.

Training: Candidates selected for full time employment will be required to attend a 18-week Immigration Officer's Basic Training Course at the Federal Law Enforcement Training Center (FLETC) near Brunswick, Georgia and pass a course of study in immigration law, nationality law, Spanish language, police training, and branch specific operational training. Selectees for Immigration Inspector (Mixed Tour) positions are required to attend and pass a course of study lasting approximately 5 weeks. Courses include immigration and nationality law and police training at the FLETC.

Selective Service Registration: Male applicants born in 1960 or later will be required to complete a Statement for Selective Service Registration.

Driver's License: Candidates must possess a valid state driver's license at the time of appointment.

MISCELLANEOUS INFORMATION

Travel to Initial Duty Location: Selectees are required to pay all expenses to initial duty location. Travel expenses for training will be at agency expense.

Uniform Allowance: Immigration Inspectors are required to wear a uniform and will receive a uniform allowance.

Firearms: Firearms proficiency is required for Immigration Inspectors and is part of the training provided.

Spanish Language: Spanish is part of the basic training that is provided at the Federal Law enforcement Training Center (FLETC) near Brunswick, Georgia. Spanish is required for some locations.

Overtime: Employees may be required to work overtime in some locations, and will receive appropriate compensation.

State Department Medical Examination for Overseas pre-inspection locations: In addition to the pre-employment medical examination for Immigration Inspector positions, selectee(s) and their dependents who are selected for overseas pre-inspection locations are required to complete a State Department physical examination, which is provided at agency expense.

Passports: Candidates and their dependents selected for overseas locations will be required to obtain an official passport.

Hardship Duty Locations are defined as remote locations without the customary amenities, e.g., lack of suitable housing, inadequate medical facilities, poor community services, hazardous road conditions. Upon request, an employee is eligible to be rotated to a location within the same region after completion of a two-year tour of duty; or the employee may request to be extended for an additional two-year tour. A request for rotation must be made at least three months before completion of the tour of duty. The following are considered hardship duty locations: Dutch Harbor, AK under Alaska; Coburn Gore and Vanceboro, ME under Maine; Presidio, TX; Columbus, NM; and Roma, TX under Texas; and Lukeville, AZ under Arizona.

Overseas Rotation: Individuals whose place of actual residence at the time of selection for an overseas position was in the continental United States are eligible for rotation back to the continental United States upon completion of an initial two-year tour of duty. At least six months prior to the expiration of the initial tour of duty, the employee may request to be rotated back to the United States or may request a 1-year extension. (Note: additional extensions of 1-year may also be requested, for a maximum period of 5 years of service.) The approval of a request for extension is at the discretion of the INS.

Overseas Locations: Guam; Winnipeg, Vancouver, Victoria, Edmonton, Calgary, Ottawa, Montreal and Toronto, Canada; St. Thomas, St. Croix, and St. John, Virgin Islands; and San Juan, Ponce, and Mayaguez, Puerto Rico.

Home Leave: Individuals who meet the requirements for overseas rotation earn home leave. Home leave is described as additional leave accrued by employees assigned to a location outside the 50 United States and Puerto Rico, for use between tours of duty to the employee's place of actual residence or alternate destination, provided the expense to the government does not exceed that authorized for travel to the place of actual residence in the U.S., Puerto Rico, or U.S. territory or possession.

Leave with Transportation Costs for Assignments in Alaska: Applicants selected for locations which provide for Leave with Transportation Costs are eligible for government paid travel expenses for 2 round trips beginning within 5 years after the date the employee begins any period of consecutive tours of duty in the following locations: Alcan, Dalton's Cache and Skagway, AK. Upon completion of 5 years of duty, employees are required to decide whether to be assigned permanently at the location (no longer eligible for leave with transportation costs) or rotate back to the continental United States.

Reasonable Accommodation: The Department of Justice provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Preferred Work Site Locations: Applicants must be willing to work at any of the locations covered by this announcement. However, you will be given the opportunity to identify the location where you would most like to work. You may only choose one location code. Applicants who successfully complete all the steps in the hiring process will be given a job offer. Efforts will be made to match the offer to your preferred work site location. If no vacancies are available in that location, you will be made an offer for another location. The following is a list of the preferred work site locations:

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|----------------------------|---|
| (001) Alabama | (026) Montana |
| (002) Alaska | (027) Nevada |
| (003) Arizona | (028) New Hampshire |
| (004) California | (029) New Jersey |
| (005) Canada | (030) New Mexico |
| (006) Colorado | (031) New York |
| (007) Connecticut | (032) North Carolina |
| (008) Delaware | (033) North Dakota |
| (009) District of Columbia | (034) Ohio |
| (010) Florida | (035) Oregon |
| (011) Georgia | (036) Pennsylvania |
| (012) Guam | (037) Puerto Rico (includes Virgin Islands) |
| (013) Hawaii | (038) Rhode Island |
| (014) Idaho | (039) South Carolina |
| (015) Illinois | (040) Tennessee |
| (016) Indiana | (041) Texas |
| (017) Iowa | (042) Utah |
| (018) Louisiana | (043) Vermont |
| (019) Maine | (044) Virginia |
| (020) Maryland | (045) Washington |
| (021) Massachusetts | (046) Wisconsin |
| (022) Michigan | (100) No preference |
| (023) Minnesota | |
| (024) Mississippi | |
| (025) Missouri | |

Summary of the Hiring Process: The following information is a brief summary of the hiring process for applicants who apply under this announcement.

- ◆ Register for the **written test** during the open period either online on the Internet or TAPS (telephone application processing system).
- ◆ **Take and pass** the test with a score of at least **70**.
- ◆ Be placed on the **nationwide register** in score order for future referral for Immigration Inspector vacancies.
- ◆ **If selected** for a position, you will be sent a tentative selection letter and pre-appointment forms to complete and return by a given **deadline**. Before an entrance-on-duty date is established, you will need to satisfactorily complete an oral interview, a background investigation, drug testing, and a medical and vision examination.

DO NOT SUBMIT AN APPLICATION/RESUME UNDER THIS ANNOUNCEMENT UNTIL YOU ARE INSTRUCTED TO DO SO.

The Immigration and Naturalization Service is an Equal Opportunity Employer. All candidates will receive consideration without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, sexual orientation, union membership, handicap, or other non-merit factors.

INFORMATION REGARDING DISPLACED FEDERAL EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION

If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and who's former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well-qualified for the position. Candidates passing the written test who attain a rating of 85, exclusive of veterans preference points, are considered to be well qualified, subject to meeting the qualifications, medical, age, and suitability requirements.